



**Heritage Festival**  
31 West Main Street  
Middletown, MD 21769

---

Date received _____
Check # _____ Amount _____
Space _____

**Middletown Heritage Festival**  
**Saturday, September 28<sup>th</sup>, 2024**  
**10:00am to 5:00pm**

### **Vendor Application**

**Business Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_, **State** \_\_\_\_\_, **Zip** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Name of Business as it should appear in advertising / brochure:**

\_\_\_\_\_

**Description of Service (What you will actually be doing and or selling at your booth)**

\_\_\_\_\_

All applications must include Release Form and Participation Fee.



**Heritage Festival**  
 31 West Main Street  
 Middletown, MD 21769

**MIDDLETOWN HERITAGE FESTIVAL**  
*Release and Indemnification Agreement*

I \_\_\_\_\_, the Participant, acknowledge that the Town of Middletown is sponsoring an event known as Middletown Heritage Festival to be held on the following date: September 28<sup>th</sup>, 2024, and that my participation in that event is wholly voluntary on my part and solely with the permission of the Town of Middletown. In consideration of the permission granted to me by the Town of Middletown authorizing my participation in this event, I hereby agree as follows:

I hereby agree that my participation in any and/or all Heritage Festival activities is undertaken by me at my sole risk. I agree that the Town of Middletown and its committees, officials, servants, agents, officers, employees, and volunteers shall not be liable to me, or to any one claiming through me, for any claims, demands, actions, or causes of action for any personal injury, death or property damage to me or my property which arises out of, is related to or is in any way connected with my participation in, attendance or presence at any of the Heritage Weekend activities regardless of the nature of the activity. In connection therewith, I do further expressly and forever release and discharge The Town of Middletown, its committees, officials, servants, agents, officers, employees, and volunteers from any and all such claims, demands, actions, or causes of action for personal injury, death or property damage caused by, arising from or in any way related to, in whole or in part, acts of active or passive negligence on the part of the Town of Middletown, its committees, officials, servants, agents, officers, employees, and/or volunteers.

I do further agree to indemnify, defend and hold harmless the Town of Middletown and its committees, officials, servants, agents, officers, employees, and volunteers from any and all liability for personal injury, death or property damage caused by, arising from or in any way relating to my intentional acts, my active or passive negligence or my participation in the Middletown Heritage Festival events or that of my employees, servants or agents.

Witness		Participant
		Date

**Business Vendor Agreement**

I have read the information contained in this application and hereby agree to all conditions outlined for the 2024 Middletown Heritage Festival. I understand that the Middletown Heritage Festival Committee reserves the right to reject any application that does not comply with conditions stated in this application. If accepted, I agree my name may be used by the Middletown Heritage Festival Committee for promotional and / or publicity purposes in print, advertising, publications, etc. The undersigned will not be paid for stated promotional use.

Signature \_\_\_\_\_ Please read all guidelines below before signing



## Heritage Festival

31 West Main Street  
Middletown, MD 21769

---

### GUIDELINES:

1. The Middletown Heritage Festival is open to business vendors 18 years of age or older. Vendors must be present to exhibit their displays during all festival hours.
2. Vendors must provide their own tents, tables, chairs, etc. Displays are restricted to the booth space assigned.
3. No helium tanks under covered spaces.
4. It is the Middletown Heritage Committee's exclusive right and responsibility to remove displays (or entire booth) that is not in compliance with our guidelines. The Committee reserves the right to remove a vendor from the festival for inappropriate behavior or circumstances detrimental to a public event.
5. Vendors are responsible for collecting and paying their sales tax.
6. Vendors are expected to clean up after themselves and put trash in designated receptacles.
7. Vendors may not break down their booths prior to the end of the festival; (5:00pm) early break down sends a negative message to those attending the festival. Those who do break down early will NOT be considered for future booth space.
8. There is a designated lot for all vendors. Each vendor will be issued parking permits.
9. **All vehicles must be off the street by 9:00am**
10. **Absolutely no vehicles will be permitted on the street before 5:15pm.**
11. Each vendor will receive a vendor packet with booth assignments and check in procedures.
12. If your business is of a "Franchise" nature (i.e. LuLaRoe, Scentsy, Avon, Etc.) Only ONE such franchise of each will be admitted. Please email Jennifer Ross ( [rjkna@aol.com](mailto:rjkna@aol.com) ) before submitting application.
13. We do not offer a reduced rate for non-profits
14. When filling out your application please print and give a detailed description of what you will be doing or offering at your booth.
15. Only those applications that are complete and include full payment will be accepted and assigned a placement.
16. **This is not a food vendor application.** Please email Jennifer Ross ( [rjkna@aol.com](mailto:rjkna@aol.com) ) to obtain a food vendor application.



## Heritage Festival

31 West Main Street  
Middletown, MD 21769

---

### EXHIBIT SPACE:

Vendor's displays will be in an outdoor setting in designated sites. The booth fee is due with application. See "Fees and Acceptance" for cancellation and refund information.

All exhibit areas are 10x10 spaces. Double spaces are available upon request. The surface is pavement or grass. Access to electricity is not available. Every effort will be made to honor requests, however, space preference cannot be guaranteed.

### PLEASE NOTE:

**Spaces for this festival fill up quickly.** Space will be allocated to eligible participants based on the order applications are received, taking into account, however, the need to offer an appropriate mix of participant/vendor types and items sold.

Application must be received by Aug 9th, 2024 to be included in the festival brochure.

**No Rain Date:** Please remember there is no rain date. In the event of rain, we cannot refund participant fees. The festival goes on rain or shine.

1. Please complete and sign the application and release agreement.
2. **Enclose a check for the booth fee payable to:** The Middletown Heritage Committee.

### FEES:

Exhibit space (10x10); **\$65.00**

Double space (10x20); **\$120.00**

### Send application, release form and payment to:

Middletown Heritage Festival Committee  
31 West Main Street  
Middletown, Maryland 21769

**QUESTIONS?** Please contact: Jennifer Ross [rijkna@aol.com](mailto:rijkna@aol.com)

[www.middletonheritagefestival.com](http://www.middletonheritagefestival.com)

